

<b>Name of Policy</b>	<b>Availability of Academic Staff Policy</b>
<b>Description of Policy</b>	<i>This policy covers the availability of academic staff to students and colleagues.</i>
<input type="checkbox"/> <b>New Policy</b>	
<input type="checkbox"/> <b>Revision</b>	
<b>Description of Revision</b>	

**Human Resources Directorate**

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	
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<b>Vice Chancellor's Approval Date</b>	5 June 2008

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**1. Background Information**

This policy has been developed to support Academic Availability provisions at ACU.

**2. Policy Statement**

The University expects that academic staff make themselves available on a reasonable basis during the course of the daytime hours of University operation and/or other times in the case of other teaching patterns for interaction and consultation with students and colleagues.

Details of an academic staff member's availability shall be made publicly available to students, colleagues and the relevant Head of School. The manner in which these details will be published and recorded is to be determined by the Head of School in discussion with the staff member.

**3. Policy Purpose**

The purpose of this policy is to provide guidance to academic staff in relation to their availability for interaction and consultation with students and colleagues.

**4. Application of Policy**

This policy applies to all continuing and fixed term academic staff.

**5. Approvals**

It is expected that staff, if they have not submitted leave forms, will be undertaking work on-campus, or will have given prior notification to their Head of School/Executive Dean or delegate in writing, or by telephone in exceptional circumstances, of where they are conducting research or other related academic functions off-campus. The University is not able to indemnify or provide workers compensation coverage to a staff member who has not made appropriate prior arrangements with the relevant Head of School/Executive Dean in relation to any off-campus activities.

**6. Procedures**

The details of an academic staff member's availability shall be made publicly available to students, colleagues and the relevant Head of School. The manner in which these details will be published and recorded is to be determined by the Head of School in discussion with the staff member.

**7. Policy Review**

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

**8. Further Assistance**

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of leave arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.